

CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number _____

Meeting Type: Regular

Meeting Date: 8/13/2015

Action Requested By:
Finance

Agenda Item Type
Resolution

Subject Matter:

Payroll Authorization

Exact Wording for the Agenda:

Resolution authorizing the Finance Department to issue payroll checks scheduled for Friday October 2 on Wednesday September 30.

Note: If amendment, please state title and number of the original

Item to be considered for: Action

Unanimous Consent Required: No

Briefly state why the action is required; why it is recommended; what Council action will provide, allow and accomplish and; any other information that might be helpful.

The Information Revolution Project-Financials becomes operational on Thursday October 1. The final payroll for FY15 is scheduled to be paid on Friday October 2, the required payroll date by City policy. It will streamline the project to process the final FY15 payroll on Wednesday September 30. It has no effect on City cash flow or budget.

Associated Cost:

Budgeted Item: Not applicable

MAYOR RECOMMENDS OR CONCURS: Yes

Department Head: 

Date: 7/23/15

RESOLUTION NO. 15 - _____

WHEREAS, the City's established policy is to issue payroll checks to employees bi-weekly on Friday, after the close of the corresponding two-week payroll period the prior Sunday, except when the City is closed for business and payroll checks are issued on the most immediately preceding business day on which the City is open; and

WHEREAS, the Information Revolution Project - Financials ("Project") will become operational on Thursday, October 1, and the first payroll check date is Friday October 2; and

WHEREAS, it is in the best interest of the Project to process the October 2nd payroll in fiscal year 2015, on Wednesday September 30.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Huntsville, Alabama, authorizes the Finance Department to process the payroll for the period ending September 27 on Wednesday September 30, and issue payroll checks on the same date.

ADOPTED this the 13th day of August, 2015.

President of the City Council of
the City of Huntsville, Alabama

APPROVED this the 13th day of August, 2015.

Mayor of the City of
Huntsville, Alabama